MISSOURI STATE LIBRARY
LSTA Grant Program
Summer Library Program Grant Program
Information & Guidelines
Fall 2006

I.   Grant program description

LSTA Summer Library Program grants will provide public and school libraries with additional funds to
- expand opportunities for children and teens to improve their reading skills;
- enrich children's summer learning experiences;
- enhance opportunities to reach unserved summer populations.

The Summer Library Program Grant will be a very competitive program. It provides an exceptional opportunity for libraries to obtain funding for innovative and creative approaches that result in more children and teens reading throughout the summer months. Applicants are encouraged to provide well-conceived and well-planned program descriptions. Grant monitoring visits will occur for most grantees. Think through what you hope to achieve in obtaining this grant, then outline the activities and tasks you will need to complete in order to achieve your goal. Grantees will be expected to follow their outlined plans and activities closely. For assistance in developing your plan or activities, please contact Nancee Dahms-Stinson at 800-325-0131 or nancee.dahms-stinson@sos.mo.gov.

To encourage public and school libraries to develop and report about innovative approaches to encourage reading, a recognition program has been developed. At the end of the grant period, a review team will choose the six best Summer Library Program Grant projects in the state. These six will be recognized as exemplary programs by the Institute for Museum and Library Services, the federal agency that oversees the Library Services and Technology Act program.

II.   Grant priorities

The following are key elements in designing a project that will receive priority for funding under the Summer Library Program grant program.

- Audience: Summer Library Program grant projects will focus on youth, birth to age 17, but especially children and young adults who do not currently participate in a summer library program. Examples include, but are not limited to:
  - Youth who do not live in an area served by a public library
  - Youth who have difficulty getting to a library
  - Youth who have limited access to books to read in the summer
  - Immigrant or non-English speaking youth
  - Young adults, ages 12-17 (for libraries that have never conducted a separate summer library program for teens)

- o Youth who have difficulty reading or aliterate youth

- Goals: Project activities will be developed and implemented in local communities based on local needs and resources. Missouri public and school libraries will have the opportunity to apply for grant funds that will enable them to plan and conduct activities out of the scope of their current summer library program activities. Activities should be focused on increasing the number of youth who read during summer, increasing use of library resources by youth and mentoring activities. The following examples will receive priority attention:
  - o Outreach activities to schools, day camps or other agencies working with youth during the summer months
  - o Recruiting and training teen mentors or volunteers to work with younger children, as reading buddies, as homework helpers, or in some other capacity
  - o Hiring additional temporary staff to help plan and conduct programs and activities
  - o Hiring library media specialists to keep school libraries open and accessible during the summer months.
  - o Recruiting and training teen or other volunteers to assist with outreach or in-house projects and programs
  - o Providing special programs that attract unserved youth and family audiences
  - o Hiring extra staff to maintain deposit collections around the library service area
  - o Providing reading motivation activities to specific, unserved groups of youth
  - o Development of projects for parents to involve them in their children's reading and education
  - o Providing transportation to get youth to the library
  - o Materials and supplies to implement programs

- Cooperation: For public and school libraries that serve common audiences, development of a cooperative relationship and collaborative activities will be a requirement. Partnering with other agencies and businesses is often the key to attracting unserved audiences, promoting the library and its services, and enhancing community relationships. Partnerships with other libraries, schools, community agencies and businesses are highly encouraged.

- Evaluation: Data collection will be required, and a clear report of the progress made will be expected. Applicants should submit an evaluation plan that provides a clear indication of how change or improvement in the target audience will be measured. Quantitative as well as qualitative measures will be required. Examples include, but are not limited to:
  - o Percent increase in youth registering for and/or participating in the 2007 summer reading program compared to 2006 registration and/or participation.

- Percent increase of youth who completed the 2007 program compared to 2006 completion.
- Number of outreach or special reading motivation activities conducted in 2007, AND percent increase from 2006, if available.
- Number of youth participating in outreach or special reading motivation activities, AND percent increase from 2006, if available.
- Circulation of juvenile and/or young adult materials, AND percent increase from 2006, if available.
- Percent increase in new juvenile or young adult library card registrations compared to the same period in 2006.
- Number of reading buddy hours completed and number of children participating in reading buddy programs; percent increase in either or both, since 2006, if available.
- Number of parents participating in youth development, literacy or reading activities, AND percent increase in parent participation in youth services parent programs.
- Anecdotal comments from parents and youth, collected from surveys, evaluations, and verbal interviews. (Note: expression of "enjoyment" or "a good time" is not necessarily a measure of success; expression of spending more time reading is a measure of success)

Applicants are expected to develop appropriate measures for the activities described in the application.

The grant period runs from January 1, 2007 to September 15, 2007. All activities will take place during the traditional summer library program months of May through mid-September 2006, with the requirement that libraries conduct the summer program a minimum of six weeks. Libraries conducting summer programs that run throughout the summer will receive priority.

III.   Eligibility

This grant is open to all public libraries that receive state aid and all qualifying school libraries.

IV.   Funds available

One-time grants will be awarded to participating public and school libraries ranging from $7,500 to $15,000, based on the population of the library service area for public libraries and the school district population for school districts.

Population	Maximum funding level
Under 15,000	$7,500
15,000 to 35,000	$10,000
35,000 to 85,000	$12,000
85,000 and over	$15,000

V. Matching funds

No local matching funds are required for program costs. However, any equipment costs over $500 require a 50% match. Example: Equipment cost of $600 requires $300 of local matching funds and $300 of LSTA grant funds. Please contact Diana Very prior to grant deadline if you have questions about equipment purchases.

VI. Allowable and unallowable costs

Allowable costs include, but are not limited to:
- Training costs for volunteers
- Publicity, mailing, printing costs
- Special speakers and performers (limited to honoraria and expenses, and not for entertainment purposes but for educational, project-related purposes only.)
- Art and other programming supplies (for project-related programs)
- Equipment
- Costs for additional staff or staff hours specifically related to the project.[1] For example, a library may use grant funds to pay an existing part-time employee for extra hours to implement the project, or a library with limited staff may hire a qualified individual at an hourly rate to plan and implement the project.
- Costs to transport youth from school, day camp or licensed child care agency using bus or other valid student transportation service. Costs to transport youth from their homes to the library are not allowed.
- Refreshments for project-related activities

Unallowable costs include, but are not limited to:
- Paying existing staff costs (i.e., using grant funds to pay for the hours a regular staff person spends on planning and implementing the programs)
- Collection development acquisitions
- Incentives, prizes or gifts
- Transportation for field trips
- Vehicles

VII. Large Purchase Documentation

If your grant request requires procurement of a large dollar item, then a competitive bid process may be necessary. For items over an amount specified in your library's procurement guidelines (example-Missouri State Library's specified amount is $3,000), you will need to document your bid process used for the purchase. Informal methods of requesting competitive bids are: fax bids; telephone bids; catalog comparison; or, e-mail bids. Documentation can be in the form of a list stating names of the vendors, date of

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[1] Libraries using funds to pay for additional staff hours need to maintain in the grant folder time sheets or other documentation that show the time paid to employee was spent solely on the grant project tasks.

bid requests, and amount of bids. Any questions regarding this process can be addressed to Diana Very, LSTA Grant Officer, 573-526-1256.

> *Documentation of a bid process involves writing down the information gathered during research of a purchase. A **bid process** is choosing the best buy from among at least three vendors. **Documentation** is information from different vendors through newspaper ads, quotes received by fax, website quote pages, or estimates received over the phone written on a sheet of paper. The **documentation of this process**, writing down how you made the decision to buy the equipment from the vendor, is to be part of the grant project file.*

VIII.   Reporting requirements

Libraries awarded Summer Library Program grants are required to submit narrative, statistical, financial and evaluative reports regarding the project. An interim report is due April 1, 2007; the final grant report is due September 30, 2007. Copies of surveys, promotional materials, brochures, evaluation results and other documents produced as part of the grant project <u>must</u> accompany the final narrative report.

IX.   Grant monitoring

According to Federal Regulations 45CFR1183.40, revised October 1, 2004*, "grantees are responsible for managing the day-to-day operations of grant and subgrant supported activities. Grantees must monitor grant and subgrant supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function, or activity."*

In an effort to comply with the Federal Regulations, Missouri State Library staff will monitor and report program performance on awarded LSTA grants. This will be accomplished by site visits, interim reports, or phone calls.

X.   Review of applications

- Eligible applications are reviewed and evaluated by State Library staff.
- Staff recommendations are submitted to State Librarian.
- State Librarian makes recommendations to the Secretary of State.
- Secretary of State makes final decision.
- **To be eligible for review, grant applications must be postmarked by October 4, 2006 or hand delivered by October 5, 2006. Only complete application forms from eligible institutions will be reviewed.**
- No grant funds may be encumbered or expended until the prescribed grant period and until the library receives the final executed grant agreement signed by the library representative, the State Librarian, and the Executive Deputy Secretary of State.

XI.　Assurances

Before you apply:
Determine if your library's cash flow is adequate to meet the following terms and conditions of this grant, should it be awarded?

1. How payments are made:
   Generally, grant funds are awarded in two or more successive payments, timed to allow the grantee access to sufficient monies to carry out and complete the funded project. However, the State Library customarily withholds 30% of the grant award until completion and approval of the final report. It is the grantee's responsibility to use the grant funds to pay project expenses in a timely manner. Grantees with cash flow issues are advised to work out payment arrangements with vendors in advance, if they must wait for a final grant payment to complete all payments to a vendor(s).

2. Disbursement of funds by grantee.
   Federal regulations require the grantee to expend (disburse) all Grants payments within a reasonable time period of their receipt – generally up to 30 days. Failure to do so risks default of the grant funds to the State Library.

3. How the grant will be paid:
   Grantees are paid 35% of the total grant amount upon completion of the final executed agreement. The State Library awards a second payment of 35% of the total grant amount upon submission and approval of the Second Interim Report and Request for Second Payment.
   A final payment of the remaining grant amount (30% of the grant award or the actual remaining amount expended or encumbered) is disbursed upon completion of the project, following submission and approval of the Final Report and Final Request for payment by the State Library. The Final Report and Payment Request is due no later than 30 days after completion of the project or the end of the grant period.

XII.　Grant program timeline:

October 4, 2006	Applications due (postmark date).
January 1, 2007	Beginning date of grant period.
April 1, 2007	Interim report due.
September 15, 2007	Ending date of grant period; all funds must be encumbered.
September 30, 2007	Final report due to State Library; all funds should be spent.

Mail completed application forms to:
Diana Very, LSTA Grants Officer
LSTA Grant Application
Missouri State Library
600 West Main Street, PO Box 387
Jefferson City, MO 65102-0387

For further information, contact:
Nancee Dahms-Stinson, Youth & Senior Services Consultant
Telephone: 1-800-325-0131, ext. 5.
E-mail: nancee.dahms-stinson@sos.mo.gov

CIPA COMPLIANCE

In deciding whether to apply for any LSTA-funded grant, libraries should be aware that accepting such a grant might trigger an obligation to comply with the Federal Children's Internet Protection Act (CIPA). Whether CIPA is triggered will depend on the specific use of the LSTA funds awarded. If triggered, CIPA will require a grant recipient to certify that it has in place a policy of Internet safety that includes the operation of a technology protection measure (filter) with respect to any of the recipient's computers with Internet access. The nature of the certification depends upon the type of library making application.

Summer Library Program Grant Program
Application Instructions
Fall 2006

GENERAL INSTRUCTIONS
- Use the enclosed application form. The application form is not to be changed in any way. Responses should be typed.
- The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- Part II-Program Narrative and Part III-Budget Narrative are to be typed <u>double-spaced</u> on plain sheets, with the library's name at the top of each sheet. Attach these narratives to the back of Part I application form.
- Signatures must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8 ½ x 11" paper. Do not use binders, folders, notebooks, or staples.

ITEMIZED INSTRUCTIONS

Part I – Application Form

- *Project number*-Leave blank.
- *Name of library*-Give the official, legal name of the library.
- *Federal Tax I.D. # or MO Vendor # if different*—Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is your Missouri Vendor ID number. In some cases, it is different and this is the number we must have to process your application.
- *Project Director*-Give the name of person who will oversee the project and serve as a contact for reports. Include project director's e-mail address and phone number.
- *Project Title*-Provide a brief title for your project.
- *Total population of legal service area*-Public libraries should indicate the total legal service population; schools should indicate the total population for the school district.
- *Estimated number of youth to be served by this project*-Give a realistic estimate, based on the best and most current information available, of the number of targeted people the project will reach. The Missouri State Census Data Center Web site may be found at: *http://mcdc2.missouri.edu/.*
- *LSTA funds requested*-Show the total amount of grant funds you are requesting. Round to the nearest dollar.

- *Project description*-Provide a concise description of your project, not to exceed 250 words. Include key information from each section of Part II, with emphasis on the program activities.

Part II – Program Narrative

This is the most important part of your application. Attach additional sheets with your responses. Organize your narrative using the numbers and headings shown in the application. Type the library's name in the upper right-hand corner of each additional sheet. Add page numbers. Paperclip sheets to application form. Do not use binders, folders, notebooks, or staples. Type and double-space.

Paperclip any support materials to back of application, after signature page. If you are working with a community partner, attach a letter explaining the resources provided by that partner to your project. A letter must be included for each partner.

Part III – Budget Worksheet and Narrative

The clearly developed budget includes an **Item Description** of the planned expenditures itemized under the correct budget category. The **Basis for the Cost Estimate** should include the cost of each item multiplied by the number of items requested. The **Total Cost** columns are the final cost for the item that will be purchased with LSTA funds or local funds. The final **Total Project Cost** at the bottom will identify the project cost requested for the application. The budget narrative is a clearly defined breakdown of all costs mentioned in the budget worksheet. This should be used to explain how these items will be used in the program and their relationship to each other. For example, explain the connection of purchasing supplies to the overall program involvement or explain how a speaker's cost is broken down.

Part IV- Certification and Signatures

Signature of Library Director-The application must be signed by the administrative head of the library, i.e., the library director, or other administrator, **in blue ink**.

Signature of Library Board President-The library board president must sign the application form, **in blue ink**. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board understands and approves the intent of the grant and will allow the designated project director to oversee the project.

MISSOURI STATE LIBRARY
Summer Library Program Grant Program
Application Form
Fall 2006

Project # _____

YOU MUST USE <u>THIS SHEET</u> AS PAGE ONE OF YOUR APPLICATION

Part I –   *Please type.*

Name of library:_____

Federal Tax I.D. # or MO Vendor # if different:_____

Address: _____

City: _____ County: _____

Library director: _____

Project director (contact person): _____

E-mail address/phone of project director: _____

Project title: _____

Total population of legal service area: _____

Estimated number of youth to be served by this project: _____

LSTA funds requested: $_____

Local funds to be used (optional) $_____

Project abstract (not to exceed 250 words):

PART II: NARRATIVE

1. Describe your target audience (age ranges, special needs, barriers that prevent them from participating in the summer library program).

2. State your summer library program goal. Describe what you plan to achieve with this grant (*i.e., increase summer library program participation by 10%*).

3. Project activities. Describe the activities you will engage in to reach your goal (i.e., *extend hours of current part-time staff to plan and conduct an off-site summer reading program at the YMCA day camp, including programming, maintaining a temporary deposit collection, and processing registrations for participants*).

4. Using the list below, describe the tasks, including a timeline, you will conduct to complete your activities. Leave blank any activities you do not plan to incorporate to achieve your goal. Use the space below the list to describe activities that do not fit into the categories provided.
    a. Recruitment & hiring

    b. Partnership development

    c. Cooperative activities

    d. Promotion and public relations

e. Scheduling events

f. Registration for youth

g. Program implementation

h. Youth recognition

i. Evaluation activities

j. Other

5. Please check below the partnerships you will develop for the 2007 summer library program and briefly list what resources you are sharing (i.e., *"Ourtown Elementary School: summer school teachers will bring classes to library once per week for four weeks during summer school; library staff will provide a program for visiting classes"*).

a. ___ Schools

b. ___ Businesses

c. ___ Child care agencies

d. ___ Day Camps

e. ___ Other agencies (provide agency names and description of partnership)

6. Duration of reading program (this is the length of time during which youth can track their reading and/or participate in special reading program activities).
    ___ 6 weeks

    ___ 8 weeks

    ___ 10 weeks

    ___ Other (please describe)

7. Summer Library Program theme
    ___ Statewide theme ("Get a Clue" for children; "YNK @ Your Library" for teens)

    ___ Other (please describe)

8. What publicity tools will you use? Please check all that apply.
    ___ Newspaper ads or articles

    ___ Radio interviews or public service announcement (PSA)

    ___ Cable Television

    ___ CSLP PSA (on local TV and/or radio stations)

    ___ Flyers at schools

    ___ School visits

    ___ Library tours

    ___ Posters and flyers in community

    ___ Community agency or group presentations

    ___ In house

    ___ Other (please describe)

9. Please describe your public relation activities to promote the summer program:
    a. Schools:

    b. Community:

    c. Local sponsors:

9. If you provide prizes or incentives to youth participating in the program, please
    indicate what you will use in 2007.

    NOTE: LSTA grant funds can NOT be used to obtain prizes, incentives, or gifts.

    ___ Books

    ___ Food coupons

___ Coupons for other goods/services

___ Passes to community events

___ Small toys/prizes (from CSLP or other catalog)

___ Other (please describe)

10. What information will you collect for registration?

11. How will you track reading requirements? (For example, counting minutes, pages, or books; using individual contracts that allow youth to determine their reading goals).
    a. For children:

    b. For teens

12. What requirements must youth meet to complete your summer program? (For example, *4 books plus 4 library activities equals completion,* or *300 minutes equals the first level prize, 400 minutes equals the second level prize, 500 minutes equals completion and final prize.*)
    a. Children:

    b. Teens:

13. Please list the partners with whom you will work to reach unserved or underserved populations.

14. Please list any other partners or sponsors not mentioned in other portions of the grant. Indicate next to each what resources they are sharing or donating.

15. Based on your goal for the summer library program (refer to #2), what strategies and actions will you take to evaluate your progress, as well as any change or improvement to the target audience or community? Please attach samples of any evaluation tools you plan to use.

Part III—Budget Narrative and Worksheet

Budget Narrative
Provide a budget narrative explaining <u>all</u> anticipated project costs listed on the budget worksheet. Provide justification for all costs and a *thorough* description of each budget item. Requests for speaker/presenter costs must include fees and a thorough summary of travel expenses. Requests for equipment must be project specific, appropriate to the project, and justified. If requesting funds for equipment, include the specifications and unit price of each piece. Provide valid explanations for why equipment already owned by the library cannot be used. Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work. Requests for staff costs for salaried personnel are ineligible. *Provide explanations for both federal and local funds.*

Budget Worksheet
The clearly developed budget includes an **Item Description** of the planned expenditures itemized under the correct budget category. The **Basis for the Cost Estimate** should include the cost of each item multiplied by the number of items requested. The **Total Cost** columns are the final cost for the item that will be purchased with LSTA funds or local funds. The final **Total Project Cost** at the bottom will identify the project cost requested for the application.

Using the budget worksheet provided with this application, include a line-item budget. Round all figures to the nearest whole dollar. Check your math! LSTA funds may not be used for administrative overhead, "door prizes," "incentives," or any type of "gift" to presenters, participants, or libraries. The addition of local funds is encouraged but not required. If local funds will be added to the project, list them on the budget worksheet and explain them in the budget narrative

**Summer Library Program Grant Program
Budget Worksheet**

Library Name:				
Project Title:				
Category	*Item Description*	*Basis for Cost Estimate*	*Total Cost / LSTA Funds*	*Total Cost / Local Funds*
Personnel – Salary & Fringe Benefits			$	$
Travel @ $0.415 Per mile			$	$
Supplies			$	$
Equipment *Over $500 Requires 50% Match*			$	$
Contractual			$	$
Total Project Costs			$	$

Libraries awarded project funds will have the authority to move up to $300 between line items within their final proposed budgets.

Post-Project Information

This will be part of your final report. These are questions that you should be planning to answer as you work through your Summer Library Program.

Grantees will be required to respond completely to the following questions as part of the final grant report. Complete responses will be required prior to the final payment of the grant. The questions are provided here so you can submit complete and thorough responses in your final grant report, due September 30, 2007. ***You need not respond to these questions as part of your application!***

1. How did you attract previously unserved audiences to your summer library program? What promotional strategies did you use, and please indicate which worked better than others. What partnerships did you employ to attract new youth to the program?

2. What steps or actions that you employed contributed to meeting the needs of the target audience and for the operation of your library.

3. Please describe how you worked with your school or public library counterpart. If possible, provide examples for how the partnership has enriched services to your community; will the relationship/partnership continue through the school year?

4. What outcomes can you identify in the people served by this project? Identify changes in behavior, skills or attitudes. Use specific examples and incidents to describe changes (i.e., "I had fun at the library this summer" is not a changed behavior or attitude; "I read more neat books this summer than I ever have before!" is a changed behavior; "I found out that the library is a really fun place to go, and I want to keep coming back all year!" is a changed attitude).

5. What lessons have you learned that will contribute to best practices you will continue to use at your library? What will you do differently in the future?

6. How will your library system continue this project next summer if grant funding is not available?

PART IV: CERTIFICATION AND SIGNATURES

ATTENTION: You must use <u>Part I – Cover Page, Part III – Budget Worksheet, and Part IV – Certifications and Signatures</u> for your application. Part II – Program Narrative and Part III – Budget Narrative should be submitted on white paper, single sided, double-spaced. Please number the narrative pages of Part II and Part III. Part IV must be the last page of your application.

Signatures of both the Library Director and the Library Board President are required, or the application will not be considered.

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application, the library board acknowledges compliance with and agreement to all eligibility requirements.

_____   _____
Type name of Library Director   Type name of Library Board President

_____   _____
Signature, above official (in blue ink)   Signature, above official (in blue ink)

_____   _____
Date   Date

Mail completed applications to:
      Diana Very, LSTA Grants Officer
      LSTA Grant Application
      Missouri State Library
      600 West Main Street, PO Box 387
      Jefferson City, MO 65102-0387

Application deadline: October 4, 2006 (postmarked); October 5, 2006 (hand delivered)

_____

For State Library use only:

_____ *Approved*   _____ *Not Approved*   *$_____Amount Awarded*